

**MEMORANDUM**

**To** Board of Regents  
**From:** Board Office  
**Subject:** Additions to Board of Regents Policy Manual  
**Date:** November 3, 2003

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**Recommended Actions:**

1. Approve for final reading and publication in the Board of Regents Policy Manual §3.03S: Responsibilities of the Executive Director and Board Office – emeritus status for Board Office staff (Attachment 1);
  2. Approve editorial changes to Board of Regents Policy Manual §6.37: Statewide Plan for Public Radio (Attachment 2); and
  3. Approve the deletion of Board of Regents Policy Manual §6.25E, a subsection of the interinstitutional cooperation policy (Attachment 3).
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**Executive Summary:**

<u>Policy Manual</u> under intensive review	The Board Office and Regent institutions have been in the process of reviewing the <u>Board of Regents Policy Manual (Policy Manual)</u> , formerly the <u>Procedural Guide</u> , for more than a year. The process has involved the Board reviewing proposed changes and additions at one meeting, commenting on the proposals, and allowing institutional comments to be incorporated prior to final approval for publication at a subsequent Board meeting.
Emeritus status for Board Office staff – second reading	Proposed new <u>Policy Manual §3.03S</u> provides Board Office staff the same opportunity to be designated “emeritus” status as is provided to university administrators, faculty and staff. This new section was presented for first reading last month (Attachment 1).
Public radio policy – editorial changes	Proposed revisions in <u>Policy Manual §6.37: Statewide Plan for Public Radio</u> , are editorial in nature and proposed to reflect more accurately the practice of the Board in approving and funding new public radio service and expanding existing service (Attachment 2).
Biennial list of inter- institutional cooper- ation eliminated – editorial change	Proposed deletion of <u>Policy Manual §6.25E</u> removes the reporting requirement which provides biennially to the Regents a list of cooperative efforts among the Regent institutions (Attachment 3).

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**Strategic Plan:**

Relates to quality, effectiveness, and efficiency

Revision of the Policy Manual is consistent with the Board of Regents current Strategic Plan, KRA 1.1.0.0, Quality. More specifically these proposals relate to KRA 4.0.0.0, Accountability, and particularly to Objective 4.2.0.0 – to improve the operational effectiveness and efficiency of the institutions.

FY 2004 – 2009 Strategic Plan

Four priorities for its 2004-2009 Strategic Plan were approved by the Board in July 2003. They are: #1 - quality education; #2 – discovery of new knowledge; #3 – needed service and promotion of economic growth; and #4 – public accountability. These proposed changes relate to public accountability for financial resources and acquiring and retaining quality staff to provide quality education.

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**Background:**

Policy Manual being revised

Previous revisions of the Policy Manual approved by the Board are catalogued in Attachment 4.

Emeritus status for Board Office staff

Proposed new Policy Manual §3.03.S (Attachment 1) provides Board Office staff the same opportunity to be designated “emeritus” status as is provided to university administrators, faculty and staff upon retirement from their positions. The Board has also extended the emeritus designation to superintendents of the special schools upon retirement. The emeritus designation does not provide any economic benefit to the staff member and creates no expense to the Board Office though continued access to Board Office e-mail may be granted as it is at the institutions. Emeritus status upon retirement of Board Office staff who have made significant contributions to the Board and the Board Office would be conferred by the Board upon the recommendation of the Executive Director.

Editorial review underway

The Board Office and the Regent institutions are in the process of reviewing for consistency the Policy Manual revisions that have already been approved. This editorial process is expected to be completed at the December Board meeting. Editorial changes proposed for this month are as follows:

Revise public radio policy

- Policy Manual §6.37: Statewide Plan for Public Radio, proposed changes reflect more accurately the practice of the Board in approving and funding new public radio service and expanding existing service (Attachment 2).

Cease providing list of interinstitutional cooperation activities

- Policy Manual §6.25E, a subsection of the policy on interinstitutional cooperation, is deleted. The reporting requirement provided biennially to the Regents a list of cooperative efforts among the Regent institutions (Attachment 3). The Board Office and institutions believe this report is redundant to the efforts made by the Board in reporting on economic development and technology transfer.

Banking Activity – Proposed new Policy Manual §7.071: Compliance and Reporting –  
second reading delayed Banking Activity, has been reviewed by external resources and was  
provided to the Board through the Banking Committee agenda in October.  
In the October Banking Committee meeting Regents asked that additional  
reviews be undertaken with the Board's financial consultants. Those  
reviews have not been completed. Hence, the revisions to this policy  
which were expected for this meeting are delayed until December.

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**Analysis:**

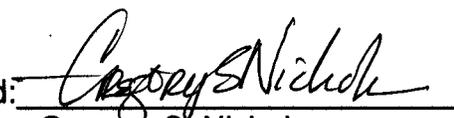
There have been no comments received regarding emeritus status for  
Board Office staff.

Editorial changes proposed for the statewide plan for public radio are  
consistent with the Board's expressed interests.

Deletion of the biennial list of cooperative activities among the Regent  
institutions is consistent with the reporting requirements pursuant to the  
Board's new activities in economic development and technology transfer.

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Charles Wright

Approved:   
Gregory S. Nichols

### **3.03 Responsibilities of the Executive Director and the Board Office**

(Previously approved §§3.03 A-R are not shown.)

- S. The Executive Director may recommend to the Board the designation of emeritus status for members of the Board Office staff who retire after substantial service to the Board of Regents and the Board Office. Emeritus status will not confer any economic benefit or right upon a retired staff member and may include continued access to Board Office e-mail and other benefits as determined by the Executive Director and the Board.

**VI. Academic Policies and Procedures**

~~6.25 Interinstitutional Cooperation~~

~~E. The Regent universities will submit a list of cooperative efforts biennially to the Board Office for dissemination to the Board of Regents.~~

### 6.37 Statewide Plan for Public Radio

As an outgrowth of their educational and service missions, Regent universities have developed and operated public radio stations for many years for the benefit of the citizens of Iowa. Within the unique environment of contemporary radio, the stations present material that challenges, provokes, broadens, and educates listeners. The stations strive to provide programming which enriches and gives meaning to people's lives, recalls and transmits the history of people and explores and analyzes the problems and experiences of contemporary society.

The Board of Regents has approved the following Regents Statewide Plan for developing and operating public radio stations. One goal of this plan is to provide at least one high quality public radio signal to all Iowans.

#### A. ~~Development of New Stations~~ Expansion of Service

1. Prior to preparing an application to the Federal Communications Commission (FCC) for a new license, the Regent institutions must consult with one another. Regent institutions are expected to provide documentation of such consultation to the Board.
2. The first priority for expansion should be to areas currently unserved by public radio.
  - a. The use of public funds to provide a signal to an unserved area may be appropriate should the Board determine that it is justified by the potential audience.
  - b. Public funds should not be used to extend a signal to an area already served by at least one Iowa public radio station.
3. ~~Provision of an FM radio signal~~ Providing a new radio service to an area already served<sup>1</sup> by at least one Iowa public radio station may be appropriate if it is in the interest of the mission of the institution and of the Regent enterprise, if it is not inappropriately duplicative in programming, and if it is financed by private funds.
  - a. The institution should explain how the proposed expansion serves the mission of the institution.
  - b. The institution should describe the demand or need for the service in the area to be served.

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<sup>1</sup> An area is considered "served" by an FM radio station if it is within the 1 millivolt per meter contour of a radio station signal, as defined by FCC, Corporation for Public Broadcasting, and National Public Radio.

- c. The institution should describe the additional programming which would be provided by the proposed new signal that is not being provided by the existing station services.
  - d. The institution should describe the details related to financing the service from private gifts.
4. Regent institutions must receive Board approval prior to submitting an application for expansion to the FCC.

B. Operating Public Radio Stations

1. Regent institutions should foster communication and cooperation among their public radio stations and other public radio stations to meet the diverse needs of the Iowa audience in the most effective fashion and to make the best use of limited resources.
2. Management of the stations should explore joint ventures in news, public affairs, live events, and other regional programming. Cooperative efforts in fund raising, promotion, engineering services, personnel, and personnel training should be considered and employed where it can be effective.
  - a. The Iowa Communications Network will significantly expand opportunities to extend a variety of public radio signals to all Iowans and use of the network should be vigorously explored.

**Board approved revisions of sections of the Policy Manual**

- Chapter V. Equal Opportunity, in January 2002.
- Chapter II. Meetings and Chapter IV. Personnel, in March 2002.
- Chapter IV. Personnel, §4.04 - Appointment of Presidents, Superintendents, and Executive Director and §4.11 - Employment and Supervision of Immediate Family Members, in April 2002.
- Chapter III. Board Office, in April 2002.
- Chapter VI. Academic Policies and Procedures (with the exception of §§6.03 and 6.04), in April 2002.
- Chapter I. Board of Regents, in May 2002.
- Chapter VI. Academic Policies and Procedures, §§6.03 and 6.04, in May 2002.
- Chapter VIII. Charges and Fees, in May 2002.
- Chapter IV. Personnel, §4.37 - Regent Employees Representing the Board of Regents and the Regent Enterprise, and §4.38 - Regent Employees Serving on State Committees as Regent Employees, in June 2002.
- Chapter I. Board of Regents, §1.07(A)(2)(b) (amended to include a community college president as a representative on the Committee on Educational Coordination), in June 2002.
- Chapter VII. Business Procedures, §7.04 – Purchasing, in July 2002.
- Chapter IV. Personnel, §4.39 - Conflict of Interest of Public Officers and Employees – Gifts, §4.40 - Conflict of Interest – Duty of Loyalty, and §4.41 - Inclement Weather, in January 2003.
- Chapter VII. Business Procedures, §7.01 - Authority, §7.02 - General Practices, §7.04 - Financing, §7.06 - Risk Management, §7.07 - Compliance and Reporting, and §7.08 – Audits, in January 2003.
- Chapter IX. Property and Facilities, §9.03 - Register of Capital Improvement Business Transactions, §9.04 - Permission to Proceed with Project Planning, §9.05 - Program Statement, §9.06 - Project Descriptions and Budgets, §9.07 - Consultant Agreements and Amendments, §9.08 - Construction Contracts and Change Orders, §9.09 - Acceptance of Completed Construction Contracts, and §9.10 - Final Reports, in January 2003.
- Chapter I: Board of Regents -- § 1.03: Report of Special Schools Advisory Committees; §1.04, subsections C and E; and §1.06I: Regent Advisory Committees on Iowa School for the Deaf and Iowa Braille and Sight Saving School, in April 2003.
- Chapter IV: Personnel, §4.42: Interinstitutional Staff Sharing, in April 2003.
- Chapter VI: Academic Policies and Procedures, §6.05: Academic Review and Program Approval and subsection 6.05B(3), in April 2003.
- Chapter IX: Property and Facilities, §9.07: Consultant Agreements and Amendments, in April 2003.
- Chapter I: Board of Regents -- §1.03: Governance, subsection E: Governance Reports – Banking Committee, in May 2003.
- Chapter I: Board of Regents -- §1.05: Board of Regents Committee, in May 2003.
- Chapter VII: Business Procedures -- §7.09: Printing, in July 2003.
- Chapter VII: Business Procedures -- §7.02: General Policies, A. Budgets, 6. Reallocation, in October 2003.
- Chapter I: Board of Regents -- §1.06E: Economic Development and Technology Transfer, in October 2003.